Marine Corps Administrative Analysis Team (West)

Government Travel Charge Card Program, (GTCCP)

GTCC

References:

- MCO 4600.40A
- MARADMIN 264/02
- MARADMIN 515/03
- MARADMIN 300/04
- MARADMIN 069/05

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Topics

- Commanding Officer Responsibilities
- Agency Program Coordinator (APC) Responsibilities
- Reports
- Delinquency processing

Commanding Officers Responsibilities

- **The Commanding Officer must designated an Agency Program Coordinator (APC) and Alternate APC in writing, to manage the Government Travel Charge Card Program.**
- **Conduct a spot checks on a minimum of 25% of the Account Activity Report.**

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Required Use

- **All DoD Personnel, both Military and Civilian, unless specifically exempted**
- **Exemptions:**
  - **Infrequent Travelers**
  - **Personnel traveling on Invitational Travel**
  - **If use poses a threat to national security**
- **Contractors are not eligible to use the GTCC**

APC Responsibilities

- **Must have access to the Electronic Account Government Ledger System (EAGLS)**
- **Ensure Commanders conduct spot checks on a minimum of 25% of the Account Activity (Travel) Report**
- **Must maintain a hard copy of all applications and a signed SOU for all cardholders**

APC Responsibilities cont.

- Must ensure reports and cardholder information is being kept in a locked storage area or container
- Must extract, work, and maintain the required monthly activity reports and retain for a period of two years
- Must complete 60, 90, or 120 day delinquency notification letters

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APC Responsibilities cont.

- **Must activate the Charge Card no earlier than 10 days prior to the first day of TAD travel**
- **Must deactivate the Charge Card on all cardholders upon completion of TAD travel**
- **Must cancel the Charge Card and verifying the account balance via EAGLS upon the member's separation or retirement**

APC Responsibilities cont.

- Must coordinate an expeditious collection action with the gaining command for those cardholders with delinquent balances.
- Must contact the Intermediate APC for assistance in removing unidentified Cardholders from their hierarchy
- Must have written Internal Control Procedures

APC Responsibilities cont.

- Accounts must be deactivated prior to the cardholder detaching for PCS
- Cardholders are not authorized to use the GTCC for PCS expenses

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APC Responsibilities cont.

Cardholder going TAD excess (more than 90 days)

- **Transfer GTCC account to TAD command's hierarchy regardless of any delinquency status.**
- **Once cardholder returns from TAD the account must be transferred back to the parent command's hierarchy regardless of any delinquency status.**

Higher Hierarchy Level APC

- **Should oversee and assist Lower level APCs to ensure compliance with all applicable orders**
- **At a minimum, assist lower level APCs with all delinquent accounts**

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Report Extraction

- **Crystal Offline Viewer program must be downloaded in order to view reports.**

https://www.gcsuthd.bankofamerica.com/reporting_tool/cov.asp

- **Reports are to be extracted within five working day of the close of the billing cycle which is the 26th of the month.**
- **Reports must be scheduled in EAGLS on a monthly basis.**
- **Reports are to be maintained on file hard copy or electronic for two years.**

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Monthly Reports

1. **Account Listing Report**
   - This report should be used to identify all account holders in you hierarchy
   - Review account holder information for all accounts within your hierarchy
   - Review the open or closed status of all accounts
2. **Account Activity (Travel) Report**
   - Identify active accounts
   - Verify where the GTCCs are being used and detect noncompliance activity

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Monthly Reports cont.

3. **Pre-Suspension Report**
   - Accounts 45-60 days past due
   - Accounts to be suspended at 60 days delinquent.

4. **Suspension / Pre-Cancellation Report**
   - Suspended Accounts 61 – 96 days past due
   - Accounts to be cancelled at 90 days delinquent.

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Monthly Reports cont.

5. **Account Renewal Report**

- **Use this report to review accounts in your agency that are about to be renewed and determine if any accounts should be eliminated from the automatic renewal process.**

6. **Delinquency Report**

- **All accounts will display on the Delinquency Reports at 31 days past due from the billing cycle or billing date**
- **Used to identify cardholders 60, 90, and 120 day delinquent.**

Delinquency Processing

- **Delinquency: an account is considered delinquent when any portion of the balance exceeds 60 days past due.**
- **60 Days past due - Account is suspended**
- **75 days past due - Late payment fee of $29 assessed**

Delinquency Processing

- **90 days past due - Salary offset is initiated (due process clock begins) and $29 late fee assessed**
- **120 days past due - DFAS begins salary offset, $29 late fee and $80 salary off-set fee assessed**
- **210 days past due - Account is written off as bad debt and reported to credit bureaus**

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Bank Of America (EAGLS) Website

https://www.gov-eagls.bankofamerica.com/EAGLS/portal.do

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MCAAT WEBSITE

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